

## **JOB POSTING**

**Position Title: ASA 3**

**Tennessee Department of Commerce and Insurance  
Legal Division**

Location: Nashville, Tennessee

Salary Range: \$2,769 to \$4,431 monthly, based on qualifications and experience

The Department of Commerce and Insurance is accepting applications for an Administrative Services Assistant 3 (ASA3) position within the Office of Legal Counsel. The Department is responsible for the regulation of the insurance and securities industries, as well as 27 professions ranging from architects to mixed martial artists. Additionally, the Department trains and certifies firefighters and law enforcement officers, certifies correctional facilities and houses the State Fire Marshal's Office. The Office of Legal Counsel provides legal services to all of the programs housed within the Department. The current ASA3 opening is in the General Civil Section of the Legal Division, which includes the Insurance, Securities, TennCare Oversight, Fire Prevention and Administration areas of the Legal Division. Please send resumes to Maliaka Bass, Deputy General Counsel for the General Civil Legal Section at [Maliaka.Bass@tn.gov](mailto:Maliaka.Bass@tn.gov).

**Duties and Responsibilities of the ASA3 include the following:**

- Write a variety of legal documents, including reports, memoranda, briefs, motions and orders.
- Proofread documents for accuracy of law and content.
- Assist with maintaining the legal files in a neat and orderly fashion, including organizing files prior to closure and assisting with closure procedure.
- Assist attorneys for all assigned programs in maintaining file integrity by organizing and tracking all documents to include maintaining a docket tickler system for noting deadline dates for responsive documents and other important deadlines.
- Assist attorneys for all assigned programs with correspondence.
- File documents with the Administrative Procedures Division of the Secretary of State.
- Communicate with Department and outside persons professionally, courteously and promptly.
- Attend monthly section meetings and any other meetings as requested.
- Input case data into the office legal software.
- Assist attorneys with fulfilling public records requests.
- Assist attorneys for all assigned programs by obtaining information needed to evaluate cases, corresponding with complainants, respondents or other persons or entities and obtaining legal research and any other information needed for the attorney to prepare the case.

- Assist attorneys for all assigned programs in preparing cases for administrative hearings, including obtaining service of the notice of hearing and charges on respondents, obtaining information needed for the hearing, coordinating and preparing witnesses, preparing and copying exhibits and providing assistance during the hearings.
- Gather legal case information and conduct legal research, online or otherwise, within three (3) business days or within the time specified by the attorney in your assigned programs.

**Qualifications:**

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree AND experience equivalent to three years of increasingly responsible full-time professional staff administrative experience.

**Substitution of Experience for Education:** Qualifying full-time increasingly responsible sub professional, paraprofessional, or professional experience may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

**Substitution of Education for Experience:** Additional graduate coursework in public administration, business administration, or other acceptable field may be substituted for the required experience, on a year-for-year basis, to a maximum of two years.

**OR**

Two years of increasingly responsible professional administrative services experience with the State of Tennessee.

**The State of Tennessee is an Equal Opportunity Employer.**